



UNITED STATES MARINE CORPS
2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
POSTAL SERVICE CENTER BOX 8050
CHERRY POINT, NC 28533-0050

2300
G-6
12 0 SEP 2012

POLICY LETTER 07-12

From: Commanding General, 2d Marine Aircraft Wing
To: Distribution List

Subj: 2D MARINE AIRCRAFT WING (MAW) POLICY ON GOVERNMENT-
PROVIDED MOBILE (CELLULAR) SERVICES COST MANAGEMENT

Ref: (a) DODINST 8420.01, "Commercial Wireless Local-Area
Network (WLAN) Devices, Systems, and Technologies,"
3 November, 2009
(b) Department of the Navy Memorandum, "Policy on Mobile
(Cellular) Services Cost Management," 13 March, 2012
(c) Wing Order 5230.15A, "Information Systems Coordinator
(ISC) Program," 11 July, 2008
(d) 2d Marine Aircraft Wing Policy Letter 17-10,
"Military Economy and Efficiency," 6 December, 2010

Encl: (1) 2d MAW Statement of Understanding

1. Situation. The 2d MAW currently provides mobile devices and services to key personnel aboard Marine Corps Air Station Cherry Point, Marine Corps Air Station New River, and Marine Corps Air Station Beaufort. For the purposes of this policy, mobile devices include government-provided cell phones, "Smartphone's," Blackberry's, air cards, and Secure Mobile Environment, Portable Electronic Devices. This policy does not apply to wireless networking devices which do not operate over the commercial cellular networks. This policy letter will provide amplified guidance in order to maintain accountability, distribution, and handling of 2d MAW mobile devices per references (a) through (d).

2. Cancellation. 2d MAW Policy Letter 15-10.

3. Mission. The 2d MAW will maintain 100 percent accountability of government-provided mobile devices to ensure they are used in accordance with Department of Defense (DOD) directives and Department of the Navy (DON), Marine Corps, and 2d MAW policies.

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distribution is unlimited

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4. Execution

a. Commander's Intent. The primary purpose of government-provided mobile devices is to provide the 2d MAW Commanding General timely and accurate information. These devices are for official government use, support specific 2d MAW key billets, and will remain associated with the computer and phone number supporting such billets. The 2d MAW Assistant Chief of Staff, G-6 (AC/S, G-6) is the only organization authorized to procure mobile devices and services. No additional contracts are to be procured by individual units.

b. Concept of Operations. Users will be held to existing DOD, DON, and Marine Corps directives and operational standards. Use and distribution of mobile devices will be actively reviewed and managed by AC/S, G-6 to ensure that required capabilities are delivered in a cost effective manner. Commanders will take measures to ensure accountability and usage of mobile devices. Local commands will be held accountable for additional costs associated with lost, damaged, or misused devices.

c. Tasks

(1) AC/S, G-6 will procure and manage all 2d MAW mobile devices and contracts, will develop standard operating procedures for accounting and management of 2d MAW mobile devices, and will conduct quarterly usage and distribution reviews to assess required changes to service contracts and distribution.

(a) Mobile devices that exhibit significant over-utilization shall be reviewed by the local command and AC/S, G-6 for potential change to a plan or pool with more minutes or substitute device. For the purpose of this policy, significant over-utilization is defined as usage exceeding 125 percent of allotted service for three consecutive months.

(b) Mobile devices that exhibit significant under-utilization or zero-use will be reviewed by the local command and AC/S, G-6 for potential change to a plan or pool with less minutes or substitute device. For the purpose of this policy, significant under-utilization is defined as usage that is less than 75 percent of allotted service for three consecutive months.

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(c) In accordance with reference (a), air cards will no longer be procured/contracted by local commands. A limited quantity of air cards are maintained by the AC/S, G-6 office that can be temporarily loaned for short-term travel.

(2) Commanders will implement this policy and establish appropriate oversight to ensure compliance. Local commands are to maintain signed original statement of understanding, enclosure (1), and forward a copy to AC/S, G-6.

d. Coordinating Instructions. Mobile devices will not be taken outside of the United States. If units require mobile devices with overseas service, coordination for service activation will be coordinated with the AC/S, G-6 office. Assigned mobile devices will be returned to the unit S-6 prior to deployment.

5. Administration and Logistics. A copy of the current mobile device service contract will be maintained by 2d MAW AC/S, G-6. Mobile device accessories will be issued with each mobile device. Suitable replacement accessories are the responsibility of local commands.

6. Command and Signal

a. Command. This Policy Letter is applicable to all 2d MAW units.

b. Signal. This Policy Letter is effective the date signed.


R. W. REGAN
By direction

DISTRIBUTION: A



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CHERRY POINT, NC 28533-0050

IN REPLY REFER TO:
2300
G-6 REQ/TEL

From: _____
RANK/GRADE LAST NAME FIRST NAME MI Last 4 SSN

To: 2d MAW Telephone Control Officer

Subj: STATEMENT OF UNDERSTANDING FOR RECEIPT OF GOVERNMENT-PROVIDED MOBILE
DEVICE

1. I acknowledge receipt of the below-listed government-provided mobile device. Additional accessories are noted in the back of this letter.

<u>Information</u>	<u>Accessories</u>	<u>Qty</u>
Device type: _____	Power Chargers: _____	
Phone number: _____	USB Cables: _____	
Serial Number: _____	Cradle: _____	
NMCI Asset #: _____	CAC Sled: _____	
NMCI Machine Name: _____	Ear piece: _____	
AirRave Extender: _____		

2. This device is on loan from 2d MAW G-6 until I am relieved of my current duties/billet. The device will be returned to the 2d MAW AC/S, G-6 via the S-6. My information is below:

- a. Billet/title: _____
- b. Organization: _____
- c. Work telephone number: _____
- d. Email: _____

3. I understand that:

a. I am solely responsible for the official use of this government-provided mobile device. This device will be restricted to my use only. Neither the device nor its accessories may be loaned because it will place my device in a compromised status.

b. Usage of my device will be reflected on the command's monthly wireless service bill. Personal use and downloading are unauthorized, punishable under the UCMJ, and subject to reimbursement to the government via the 2d MAW AC/S, G-6.

c. If this device is lost or stolen, I will notify my command immediately so the device can be deactivated.

(SIGNATURE & DATE)

Enclosure (1)